



OVERVIEW

Purpose

- A dedicated retail space that aims to feature high-quality local, regional fine art and craft
- Provides a central downtown location for local artists and artisans to sell & showcase work
- Provides consumers an opportunity to purchase high-quality, locally-produced works

AAC Works Regional Boundaries

- AAC's boundaries span from the County of Warner, West to the British Columbia border, and South from Vulcan County to the United States border
- Artists within the Allied Arts Council's regional boundaries, as outlined in the AAC's bylaws, are eligible to apply
- Preference will be given to artists within the boundaries identified above but AAC Works also accepts work from artists who live and work within the Treaty 7 region - the traditional territories of the Blackfoot Confederacy, the Tsuut'ina, and Métis Nation Region 3

Store Hours

- 11:00 AM – 4:00 PM Tuesday to Saturday
- Open for select special occasions:
 - Evenings or special events - downtown events, gallery openings, etc.
 - Holiday Hours

Commission

- The standard commission is 30% AAC/70% Artist
- Any sales will be paid to the artist on a quarterly basis
- The year is broken into sales from: January - March, April - June, July - September, October - December
- If the artist agrees to provide workshops or other community engagement programming with the Allied Arts Council or AAC Works then the commission rate will be adjusted accordingly



Workshops + Community Engagement

The AAC offers an increase in consignment rates for artists who lead workshops or provide demonstrations. The increase in consignment applies during the program month.

- Each 2-hour time slot equates to a 5% increase in the artist's commission
- Engagement opportunities will be determined by the AAC Works Manager with the artist's approval
- The artist will be paired with an AAC staff member. At least two persons will be present in the AACWorks space at all times in adherence with our work-alone safety protocols
- Safety protocols and other AAC policies will be reviewed with the artist prior to the beginning of their program, and all protocols must be adhered to
- If the artist is unable to show up for their program due to illness or emergency, as much notice as possible is required out of courtesy. If the artist does not fulfill their commitment, they will not receive the commission rate increase for that month

Selection Process

- Artists are accepted at the sole discretion of the AAC Works Manager and Executive Director
- Quality of work, technical proficiency, originality, variety of media currently in the shop, sale-ability, and display capacity are all considered during product in-take
- AAC Works also does artist calls 4 times a year and will select artists using a jury selection process
- Artist Submission deadlines for 2024 are as follows: January 22, March 28, June 17, and September 23
- The Jury will meet following each deadline to review submissions and select new artists based on the previously indicated product in-take criteria

AAC Works Website

All AAC Works artists will have a selection of their work available for sale on www.aacworks.ca the AAC Works retail website

- Each artist will have their own landing page with their work, biography, and artist statement. The AAC Works Manager may edit submitted artist statements and biographies for length and tone
- All images will be taken internally by the AAC Works Manager or Allied Arts Council staff to ensure tequality and consistency of images



Inventory

Once accepted, the AAC Works Manager will be in contact to coordinate an intake appointment

- Inventory is counted twice a year: once in January and once in July
- At the end of every year the AAC Works Manager evaluates the sales and inventory of all artists. If artists have had limited sales in the previous year, they will either be asked to completely replace inventory or remove their work
- After the original inventory intake, new work will be requested by the AAC Works Manager
- Artists must contact the AAC Works Manager to schedule an in-take appointment; in-take of work will not occur without a scheduled appointment

Contracts

Once accepted, this signed and completed form will act as a contract with the AAC, which outlines:

- The commission agreement
- The payment schedule; once every three months, four times a year
- The works that will be included in inventory, their price, material, and other details
- GST information (if the artist remits GST)
- The ability to provide more works if the current ones sell out (limited inventory can be stored at AAC)
- Insurance/liability information: the work will be insured under AAC's policy, which would cover theft, accidental damage, fire, etc.

Promotion

AAC Works will be promoted on its website, social media, printed media, and other platforms as available.

Sales Tags & Cards

- Price tags: All items will be labeled by the AAC Works Manager with their own SKU code and price for easy identification after being entered into the store inventory system
- Store tags: As part of the store's branding, each artist's work will be branded with store tags. These will indicate the artist's name, the title of the work, medium, price, and if possible, care instructions
- Artist information cards will be produced by AAC Works and will be provided to customers when products are sold



ARTIST SUBMISSION FORM

Thank you for your interest in applying to be a part of AAC Works. Please fill out the application as accurately as possible. Should you require more space, please attach a separate sheet.

Please include as part of your application:

- Images of your work intended for sale at AAC Works
- An example retail price listing of your example items (worksheet included)
- The following *completed* application
- Please also review & familiarize yourself with the *AAC Works overview* document included with this package.

AAC Works Application package

I, _____, am submitting to the Allied Arts Council of Lethbridge, my application to AAC Works. I have included all items as requested above.

Signature

Date



ARTIST SUBMISSION FORM

Name: _____

Studio name: _____

Address: _____

City: _____ Province: _____ Postal code: _____

Phone: _____ Cell/other phone: _____

Email: _____ website: _____

Social media site(s): _____

1. What media do you work in? (Check all that apply)

- Ceramics/Pottery Jewellery Fibre/Textiles Glass Wood
 Leather Sculpture Mixed Media Paper/Books 2D Painting/Drawing
 Metal Music Other: _____

2. Do you have any art/craft training? If yes, where and when?



ARTIST SUBMISSION FORM

4. **Please provide a short artist statement. If accepted, this statement will be used in the marketing of your work. These may undergo edits for clarity and style.** (ideas: what materials do you use - is there anything significant about them? What are some distinctive, unique features of your work? Do any of your designs use traditional (historical or heritage) methods/materials? How is your work produced?)

5. **Please provide a short biography.**

6. **How do you feel you would benefit by being represented by AAC Works?**



ARTIST SUBMISSION FORM

Listing of samples with suggested retail prices

	Title/Description	Medium	Price
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Completed applications should be emailed with digital images to the AAC Works Manager at:

works@artslethbridge.org

Thank you for your application. We will be in touch soon!

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